

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DSS1522936**  
POSITION NO: 240761  
POSITION TITLE: **Administrative Assistant**

DATE POSTED: 03/01/22  
CLOSING DATE: 03/14/2022 by 5 PM

DEPARTMENT NAME / WORKSITE: NDSS/Department of Family Services - Administration/Window Rock, AZ  
WORK DAYS: Monday thru Friday REGULAR FULL TIME: ☒ GRADE/STEP: BQ62A  
WORK HOURS: 8:00 am to 5:00 pm PART TIME: ☐ NO. OF HRS./WK.: \$ 38,836.80 PER ANNUM  
SENSITIVE ☒ SEASONAL: ☐ DURATION: \$ 18.60 PER HOUR  
NON-SENSITIVE ☐ TEMPORARY: ☐

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Department Manager III, the Administrative Assistant will perform a complex range of duties, such as providing technical support to department staff with researching and gathering information, drafting and editing correspondences for supervisor's review/signature, conducting and responding to inquiries relating to work activities or projects, including interpretation of policies and procedures. Administrative Assistant will assist management with monthly, quarterly and annual reports for submission to funding source, including NDSS Executive Office, OPVP and NN Oversight Committees. Administrative Assistant will also schedule and coordinate meetings, events, trainings, appointments, travel and lodging arrangements using the appropriate travel and training forms. Administrative Assistant will create and maintain the administration office's filing systems; improves and implements internal office procedures as needed. Administrative Assistant will transcribe meeting minutes; and as needed, assists the support staff with answering telephones, reviews/logs/distributes incoming/outgoing correspondences. Administrative Assistant will assist with resolving customer complaints and inquiries.

Administrative Assistant will assist internal department sections to track legal documents and contracts passing through the Navajo Nation 164 review processes. Administrative Assistant will complete procurement processes for goods and services and upon the Navajo Nation Financial Management Information System (FMIS) certification, incumbent will assist with 6B Rollout procurement entries. Administrative Assistant will assist in maintaining records of encumbrances and expenditures, including reconciliation of the Navajo Nation Purchase Card expenditures and prepares direct payment requests for vendor payment invoices.

Administrative Assistant will be the designated master timekeeper for the department and ensure all staff are paid timely and prepare and submit backpay requests as needed for staff. In the absence of the department's human resources section Administrative Services Officer, assist with pre and post on-boarding hiring processes, including preparing job vacancy announcements, track employee annual performance appraisal and submit personnel actions forms for fund verification and processing by the Navajo Department of Personnel Management. Administrative Assistant will attend meetings and job related conferences and trainings/workshops.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Business or related field; and three (3) years responsible office administration and management experience; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's License.
- Within 90 Days of Employment, incumbent will complete the Navajo Nation Department of Highway Safety Defensive Driving Course for tribal vehicle permit issuance and complete/receive the mandated Navajo Nation Sexual Harassment training.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of office management/administrative support practices and procedures. Knowledge of policies, practices, procedures and terminology appropriate to assigned function. Knowledge of basic budgeting procedures and financial recordkeeping. Knowledge of a variety of computer software, including word processing, database and spreadsheet applications. Knowledge of supervisory methods and techniques. Knowledge of budget preparation, monitoring and administration. Skill in preparing a variety of records, reports, and correspondence using appropriate formats. Skill in maintaining complex files and records. Skill in following complex oral and written instructions, policies and procedures. Skill in operating a variety of office equipment, including personal computers, telephones, calculators, computer terminals and typewriters. Skill in verbal and written communications. Skill in conducting research and preparing reports, documents and correspondence. Skill in utilizing computer databases to research, maintain, and update records and files. Skill in applying judgment in the release of confidential information. Skill in supervising, evaluating, training and motivating employees. Skill in establishing and maintaining effective working relationships with others. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate

fluency in both the Navajo and English languages as a condition of employment.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**